

GOVERNANCE BY-LAWS

SOUTH CAROLINA PROJECT MANAGEMENT TRAINING AND CERTIFICATION OVERSIGHT COMMITTEE

1. Scope of Responsibility

The charge of the Project Management Training and Oversight Committee (PMTOC) is to advise the State Budget and Control Board's Division of the State Chief Information Officer on how the State might best use project management training and certification program to become a recognized leader in delivering cost effective project management training.

The Project Management Training and Oversight Committee is generally charged with the following responsibilities regarding training and certification. Below are examples although this list is not inclusive:

- a. Update course materials to incorporate changes in the State Methodology and new techniques;
- b. Help establish training programs with a clear career paths for Project Managers;
- c. Evaluate the training courses content, length and format;
- d. Evaluate instructor and course material quality by student feedback surveys and other metric tools;
- e. Evaluate and approve exams for effectiveness and relative to course content in a manner to protect the integrity of the exam;
- f. Review and audit recertification process;
- g. Review senior project manager class entrance qualifications;
- h. Establish and recommend policy such as the 3 strike program;
 - o After three unsuccessful attempts at the associate or senior exam you must retake the course. Maximum of two times through the course (6 exam attempts)

2 Authority

The Project Management Training and Oversight Committee is authorized by the State Budget and Control Board Office the Division of the State CIO to undertake the development and continuing improvement of the State's project management training and certification program .

3 Rules and Procedures

The Project Management Training and Oversight Committee shall follow *Robert's Rules of Order* in conducting meetings and making decisions, when necessary.

4. Membership and Representation

Any state agencies, state vendors and educational institutions may be represented on the Project Management Training and Oversight Committee after successfully completing either the Senior or Associate State Project Management Certification process. Such representation will include a total of thirteen (13) representatives being elected/appointed to the PMTOC by the South Carolina Organization for Project Excellence (SCOPE) Committee:

5. Term

The length of the term that each representative shall serve on the Project Management Training and Oversight Committee is two (2) years. To promote continuity, and for the initial term only, six (6) representatives, shall be elected/appointed for a one-year term only.

The designated representative from the CIO'S PMO Architect shall be a permanent member of the Project Management Training and Oversight Committee.

At the expiration of their terms, members of the Project Management Training and Oversight Committee may be re-elected/re-appointed to serve on the Project Management Training and Oversight Committee for three (3) consecutive two (2) year terms.

6. Qualifications of Representatives and Designees

All representatives elected/appointed to serve on the Project Management Training and Oversight Committee must be a Certified State Senior or Associate Project Manager in good standing.

7. Chair and Vice-Chair

The CIO's PMO representative shall serve as the Chairperson of the Project Management Training and Oversight Committee. A Vice-Chair will be chosen from the PMTOC membership. The floor will be opened to nominations from the PMTOC members. The final selection will be made by a vote of the Project Management Training and Oversight Committee.

8. Quorum

Seven (7) members, of the Project Management Training and Oversight Committee must be present to constitute a quorum. A simple majority consensus of the members is required for approval of any decision by the Project Management Training and Oversight Committee.

9. Voting Rights

Only authorized representatives, as set forth above, shall be entitled to vote on actions taken by the Project Management Training and Oversight Committee.

10. Communications

The Project Management Training and Oversight Committee will maintain a Web site for decisions made by the Committee, and for distributing the results of those recommendations to the state agency community at large. The following activities will form the key components of the communications strategy:

- a. The Project Management Training and Oversight Committee communications strategy will include access for all PMTOC members to:
 - Basic information and news
 - Document sharing archives
 - Discussion forums
 - Listserv for group emails

11. Review

The Project Management Training and Oversight Committee will establish a subcommittee to review, at least every two years, the operating and the decision making authorities set forth herein and make recommendations for improving the efficiency and effectiveness of this body. Recommendations are to be submitted to the full Project Management Training and Oversight Committee and require a quorum and majority vote as set forth above for passage.